



January 30, 2014



In This Issue:

Performance Management Automatic E-mail Notification

The automatic e-mail notification in Edison, when a document is reopened or reset, has been temporarily disabled. During this time, Performance Management Coordinators are encouraged to contact your agency's raters and reviewers to educate them on the proper navigation of the Performance Management document. Click [here](#) for more information about this process.

Job Analysis Training

Due to popular request, DOHR's Organizational Performance Division is now offering quarterly Job Analysis Training courses. For more information, please click [here](#).

Learning and Development Opportunities

Strategic Learning Solutions is offering several learning and development opportunities for the month of January. To register for Customer Service T4T, Competency and Behavioral Based Interviewing T4T or Performance Coaching class, please go to: <http://www.tn.gov/dohr/learning/resources/registration-and-resources.shtml>.

Did You Know?

DOHR is seeing positive results from its growing mediation program! Over the past couple of months, we have conducted several mediations, all of which resulted in an agreement. In fact, the mediation process has not only resolved obvious issues, but uncovered and resolved underlying issues the parties never realized existed! The state employee mediation program is a great way to resolve workplace issues in a neutral setting, and help BOTH parties come to a mutual understanding and agreement.

For more information, please contact Melanie Grainger at Melanie.Grainger@tn.gov or visit: <http://www.tn.gov/dohr/ogc-er/mediation/mediation.shtml>.

Get S.M.A.R.T.

Congratulations to all managers and supervisors for the tremendous work on developing individual performance plans that meet the S.M.A.R.T. (Specific, Measurable, Achievable, Relevant, Time Sensitive) criteria. We appreciate your hard work and dedication to fostering a high performing work environment. To assist in the ongoing professional development of all leaders, Strategic Learning Solutions has updated the S.M.A.R.T. online resource tool and posted it on our website for your review. You may access the S.M.A.R.T. online resource from DOHR's website at <http://www.tn.gov/dohr/learning/resources/pdf/SMART/SMART%20Cinic.pdf>.

Please watch for more upcoming learning opportunities regarding S.M.A.R.T. You may contact Antonio.Q.Meeks@tn.gov for more information.

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NEOGOV MAKES ENHANCEMENTS

Neogov, DOHR's online applicant tracking system, will launch enhancements on several areas this Sunday, February 2, 2014. Due to these upgrades, the system will be unavailable from 8 pm until 2 am central time on that date. Some of the upgrades are:

- The online application process has been redesigned to make it easy for jobseekers to access their account from a smartphone or tablet device.
- Creating an account is easier with less information to enter
- Password reset is easier - Jobseekers just enter their email address and answer the simple challenge question that allows us to verify that they are an actual person and not an automated attempt to attack our email system. Also, password reset links will now be valid for 72 hours. Previously, it was 24 hours.
- Email Addresses - Jobseekers must have an email address to apply for a job on our site. If they do not currently have an email address on their account, they will be required to add one the next time they submit an application. Email addresses can be obtained for free from a number of email providers.
- Create applications faster. If jobseekers are creating an application for the first time, they will have the option at the beginning of the application process to import a LinkedIn Profile or upload a stored resume to pre-fill the application form.
- The 'Questions' page saves automatically every 30 seconds so you don't have to worry about jobseekers losing information if they leave their computer and get logged out.

For more information, please login to your Neogov account and follow the link at the top of the page or call RMS at 615-741-4841.

Performance Management Coordinator Webinar

Thank you for your participation in the recent Performance Management Coordinator webinar. We are sharing the [Questions and Answers](#) addressed after the webinar for your information. In addition, attached is a [copy](#) of the Performance Management Coordinator - Quick Reference Guide that Edison provided as a tool to assist coordinators in their role. Please mark your calendars for the next webinar planned for February 21, 2014. Additional information and instructions will be provided prior to this webinar session. Should you have any questions regarding the Performance Management Program, please do not hesitate to contact the Employee Relations Division at 741-1646.

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